Didja Know?

 Did you ever think you signed your document but come to find out you really didn't? How annoying is that?

Well, help is here.

 Follow these instructions and you can solve the "mystery".

Did You Know?



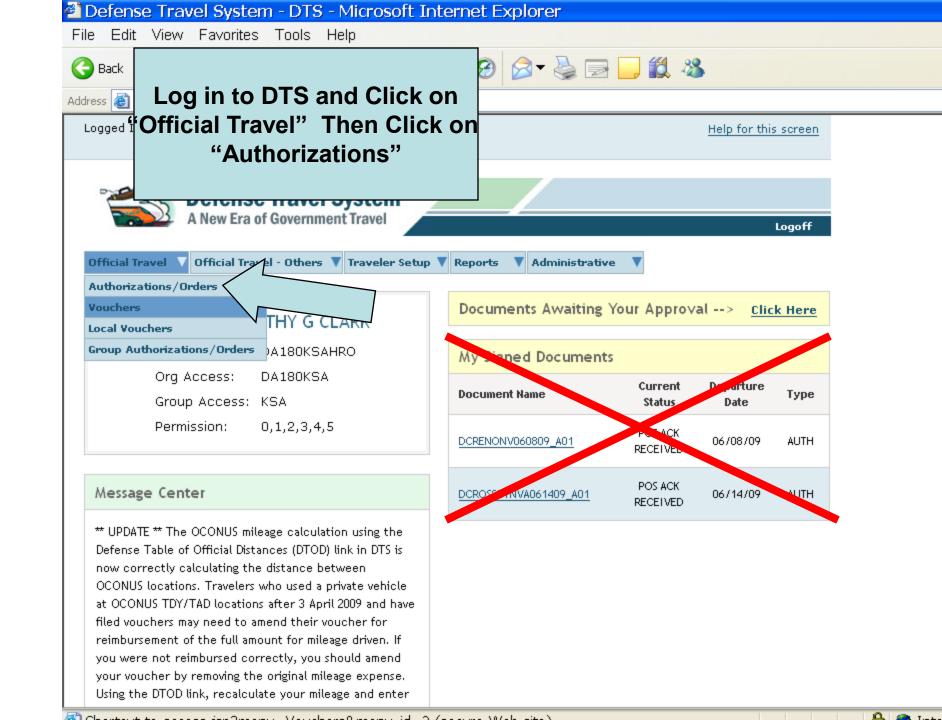
- So, you are thinking, "Boy, it sure is taking a LONG time for my Approving Authority to approve my request. I leave tomorrow for my TDY".
- Well, maybe the guy that approves your request isn't the reason why you haven't seen an approval.

Did You Know?



 You better go in to DTS and see where your Authorization is.

 Here is a quick way to see what the problem might be.



Locate the trip you are checking on.
Oops! Now I see the problem.
It says "Created" instead of "Signed".

Close Window Help for this screen

View Group Authorizations

1001.1

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

Create New Authorization/Order

Create Trip Template

Existing Authorizations/Orders

LBSALINAKS022808_A02

				$ \Omega $			
Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	Vie 💢 lit	Print	Remove / Trip Cancel	Amend
LBKSRTISALINA051409_A01	05/14/09	CREATED	TA Number	> edit	> print	> remove	
LBCENTREVILLE121608_A01-02	12/16/08	POS ACK RECEIVED	0U76N1	> <u>view</u>	> print		
LBSALINAKS102108_A01	10/21/08	CANCELLED		> <u>view</u>	> print		
LBSALINAKS022808_A01	02/28/08	CANCELLED		> <u>view</u>	> <u>print</u>		

CANCELLED

02/28/08

So, click on the "edit" button and get started signing your document

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

After you have verified your "Other Auths." and "Pre-Audits", you can click on the "Submit Completed Document" button



Click below to stamp	and submit this	trip authorization	for routing a	nd approval. By subm	nitting you are lega	ly signing this document.
Document Action						
* Submit this document as: Routing List: Additional Remarks:	SIGNED HRO TECH TR Submit Cor	VL V	Clic	ck		The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.
Pending Routing Ac	ctions		1			
Awaiting Status Cl	nange To	Ву		Level		
Signed		DClark		0		
Document History						



Ta Da!

You have successfully SIGNED your Document.

Your Document will now move on to the Reviewer so you move on to the next challenge work has thrown at you.